

# Tubes SOP Review

This quiz is open note/open wiki, but it must be taken individually. Please do not share information about the quiz contents with your coworkers.

The SPS Wiki can be found here: [Lab Med Wiki](#)

## Question 1.

Have you read all 7 Pneumatic Tubes SOPs since they were updated on January 10th, 2013?

- Yes  
 No

## Question 2.

While working at the tube station you receive a pneumatic tube carrier with noticeable liquid on the outside of the carrier. When you open the tube carrier you find an empty urine container with a requisition for Microbiology. According to the Tubes SOP, what should you immediately do?

- Close the tube and send it to Microbiology. Call first to notify them of the spilled urine so they can contact Operations & Maintenance.  
 Immediately stop sending carriers from all stations by initiating an Emergency Shutdown of the tube system. Call Operations & Maintenance. Remove the contents of the carrier using standard biohazard precautions. Enter pt. info. into the Specimen Tracker.  
 Take the tube to the urine sink and dump out the contents. Then wipe down the tube with disinfectant wipes. Call the nurse who sent the tube and inform them to recollect the specimen.  
 Place the tube in a biohazard bag without opening the tube and contact your supervisor. Write a QA in Specimen Tracker so that the leads know there was a spill.

## Question 3.

An outpatient presents the lab with physician's orders for the following 24 hour urine collections:

Porphyrins

Metanephrines

Free Catecholamine, fractionated

Creatinine Clearance

How would you prepare the collection container(s)?

- One container with Sodium Carbonate, and a second container with 50% acetic Acid to be collected on a separate day.  
 Only ONE container with boric acid and sodium carbonate.  
 One container with boric acid, and a second container with no preservatives to be collected on a the same day.  
 One container with 6N HCL and Sodium Carbonate, and a second container with boric acid to be collected on a separate day.

## Question 4.

In addition to adding the correct preservative to the 24hr Urine collection container, what other actions should be completed before handing collection containers to a patient or caregiver? (Select All That Apply)

- Give the patient extra preservative in case they need to start a new collection.  
 Place a yellow preservative sticker indicating test requested, type and amount of preservative added, and your tech code on the container.  
 Label the container with an orange caution sticker that warns the patient not to urinate directly into the container.  
 Provide a printed copy of the "patient instructions for timed urine" for the patient.  
 Give the patient an extra unlabeled container just in case the patient loses it.  
 Properly label the container with a patient identification label that matches the patient identification on the requisition exactly.  
 Place an orange biohazard sticker on the container.  
 Make a photocopy of the patient's requisition and file with other Standing Orders.  
 Give the patient a urine hat.

## Question 5.

Where can you find patient instructions for timed urine collections?

- They can be printed from the "Preparing Containers for Timed Urine Collections" SOP.  
 They can be printed from the SPS Tools website.  
 They are posted on the wall near the tubes station.  
 They are at the Lead's desk.

## Question 6.

Which of the following people is responsible for initialing the "Processed by" box on the requisition and when is it signed?

- The phlebotomist who drew the specimen(s); as soon as they are done drawing the sample.  
 The person who is double checking the files at the end of the day; as they check the files.  
 The logger who received the requisition; when they are done processing the order.  
 The person on tubes station; as soon as they have timestamped the requisition and verified matching patient information.  
 The supervisor; when there is an issue

## Question 7.

Which requisitions need to be timestamped?

- All requisitions should be timestamped before they are processed except for LADDONs and LABUNDS  
 LADDON Requisitions  
 Only requisitions that have been drawn by outpatient blood draw  
 Add-on requisitions from the Fax machine  
 Mayo-net requisitions  
 Only those requisitions that come through the pneumatic tube system or window  
 All CPOE requisitions that come through the window or pneumatic tube system  
 Outside requisitions (yellow forms or non-UW requisitions)

## Question 8.

A nurse comes to the lab window with a bag of properly labeled specimens and a paper requisition for an inpatient in the OR. The nurse says that this is a "Code" or "EHP" patient and the Doctor does not have time to enter orders into CPOE. What do you do?

- Do NOT accept the specimens. If there is no CPOE requisition the specimens should not be processed.  
 Have the nurse sign in the specimens and tell her you will hold the specimens until the physician can enter orders in CPOE  
 Accept the specimens, notify SPS of the Emergency Samples, and walk heme/coag samples directly to the testing benches. Notify testing techs that samples are for a Code/EHP patient.  
 Accept the specimens and place them in the Leads problem bucket so that an issue can be written up on the matter before testing is performed.

## Question 9.

When you are assigned to the tube station you are responsible for which of the following maintenance tasks? (Select All That Apply)

- Disinfecting the pneumatic tube system when there is a biohazard spill  
 Empty the pass-through specimen log when full and file used sheets in the Quality Lead's mailbox  
 Timestamp clocks tested and adjusted to correct date and time.  
 Broken tubes sent to materials management via pneumatic tube system  
 Redistributing work if one of the logging stations is backed up  
 Empty the pass-through log binder when full and discard used sheets in the recycling bin  
 Performing Add-ons  
 Replacing/refreshing a ribbon on the time stamp clock

## Question 10.

Some samples take priority over others due to the condition of the patient or the stability of the specimen. Place the following specimens in order of priority (most urgent to least urgent).

- |    |  |
|----|--|
| 1  | Emergency specimens (EHP and Code Samples) |
| 2  | ECLS and Hemostasis samples (UWMC Only)    |
| 3  | Diagnostic Peritoneal Lavage (DPL) orders  |
| 4  | Blood Gases                                |
| 5  | Orders for Trauma Patients                 |
| 6  | Troponin Orders                            |
| 7  | Irreplaceable specimens (CSF/Fluids)       |
| 8  | Stats                                      |
| 9  | Temperature controlled/Timed specimens     |
| 10 | Routine/Outpatient Clinic Orders           |
| 11 | Research/Non-clinical testing              |